



Apprenticeship Identification Checks Procedure

1. When making an initial enquiry to TDM for an apprenticeship or other government-funded training programme, the candidate will be requested to bring to their initial meeting whether face to face or online - proof of eligibility for a government-funded programme - this includes eligibility & residency status of being in the UK over 3 years (Leave to Remain). The full listed criteria for 2020/2021 is;
 - <https://www.gov.uk/guidance/apprenticeship-funding-rules>
 - <https://www.gov.uk/guidance/adult-education-budget-aeb-funding-rules-2020-to-2021>

2. Once employed, the Apprentice is then required by TDM to provide further proof of evidence of their identity through any of the below as part of the enrolment process.
 - a. Passport
 - b. Driving Licence
 - c. National Insurance Card
 - d. Photographic ID Card
 - e. ULN

3. Presently TDM do not provide learner ID badges/cards and rely on official documents to confer identity of the learners as stated above.

4. Once enrolled with TDM, the learners are enrolled on TDM learner Management System (LMS) and are required to upload a photograph of themselves to their LMS & ePortfolio pages.

5. Learners are booked & informed of their exam dates through the LMS.

6. When Learners attend for training and exams, TDM invigilator will complete the register on the LMS for that exam.

7. The invigilator will check the online photo matches the person in the room for the exam and
 - a. If the learner has not uploaded a photo but a meme, the invigilator will also request further proof of whom the learner is – this proof can be;
 - i. Passport
 - ii. Driving Licence
 - iii. National Insurance Card
 - iv. Photographic ID Card

v. Company/Employer photo ID card

8. If the learner cannot prove their identification, they will not be allowed to sit the exam & be requested to ensure they bring proof to the next available exam sitting. Plus they must upload their photograph to their LMS & ePortfolio system.

Policy Version Control

Issue Date	Version	Revision Number	Revision Date	Revision Changes	Initials
01/10/20	1	-	-	Policy created	JJ
01/10/20	1	1	11/05/21	Added policy version control table.	EHK